



**Code: 0726**

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Program Service

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## **CLASS TITLE: DEPUTY MANAGING EDITOR COUNCIL JOURNAL**

### **CHARACTERISTICS OF THE CLASS**

Under direction, assists in managing and coordinating the production and publication of the Journal of Proceedings of the City Council and related documents, and performs related duties as required

### **ESSENTIAL DUTIES**

- Coordinates and monitors the daily operations of various work units (i.e., document reference and retrieval, editorial and reprographic services) to ensure the timely publication of the Journal of Proceedings documenting City Council meetings and legislative actions
- Reviews printed copy to ensure the inclusion of all pertinent information, attachments, amendments, parliamentary actions, and vote tallies, as well as style and format mark-ups
- Authorizes corrections and/or revisions to printed copy
- Prepares copy for input into personal computers
- Collates and prepares printed galleys and original documents for review by editorial staff
- Directs the flow of legislation submitted by City Council members through the proper channels
- Assists in the development of office policies and procedures as related to journal production and publication activities
- Serves as liaison to City Council representatives to resolve problems regarding faulty or incomplete documents
- Takes and maintains detailed transcripts of City Council meetings and roll-call votes to serve as back-ups to official records
- Trains new employees on the organization and preparation of printed copies in the required format

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree in Journalism, English, Political Science or a directly related field, plus four years of work experience as an editor or publisher, editing and/or publishing legislative, legal or technical reports of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*writing and formatting styles and methods used in applicable publications
- \*publication design and printing
- \*supervisory methods, practices and procedures

Moderate knowledge of:

- applicable department programs, organizations, and resources
- \*applicable computer software packages
- \*applicable research methods
- \*effective speech writing

Some knowledge of:

- inventory procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Assistant Managing Editor Council Journal class

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*TIME MANAGEMENT – Manage one's own time or the time of others
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Assistant Managing Editor Council Journal class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other abilities as required for successful performance in the Assistant Managing Editor Council Journal class

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work related problems
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

Other characteristics as required for successful performance in the Assistant Managing Editor Council Journal class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.